

Student Guide to Exam Procedures 2020



Test/Exam Timetable

- All UBSS exams will be run on a special **timetable** distributed by the Office of the Dean.
- It is important that you **check** this timetable **as soon as** you receive it as your exam **MAY NOT** be in the time slot as your lecture.
- You must attend the exam for the **group you belong to (according to MyGCA)** for large subjects.
- *You should also keep checking your myGCA account and email for possible changes to the exam timetable.*
- Your exam commences at the start of reading time.

It is your responsibility to be on time for the exam.

CHECK
MYGCA
FOR TEST/
EXAM
INFO

Your Responsibilities

- Be online **10 minutes** before the start of your exam.
- Observe and follow the school's exam protocols.
- Do not use your mobile phone or any other devices during the exam – please refer to the Examinations policy for further details - <https://www.ubss.edu.au/media/1795/examination-policy-and-guidelines-7-2020.pdf>
- Answer or attempt all questions to the best of your ability.



THINGS
YOU
SHOULD
KNOW

Permitted Student Materials



LAPTOP OR PC



MOODLE ACCESS



NON-PROGRAMMABLE
CALCULATOR



**YOU CAN
BRING
THIS WITH
YOU**

Prohibited Items



MOBILE PHONES **X**



IPODS **X**



NOTES (UNLESS RESTRICTED OPEN BOOK TEST/EXAM) **X**



MP3 PLAYERS **X**



APPLE WATCH **X**



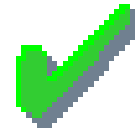
GAMES & OTHER ELECTRONIC DEVICES **X**

**YOU CAN
NOT
BRING
THIS WITH
YOU!**

Before the exam starts...

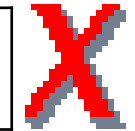
Carefully complete this section at the top of your answer sheet. Start from left to right, don't worry if your number doesn't fill all the boxes.

| | | | | | | | |
|---|---|---|---|---|---|--|--|
| 1 | 3 | 3 | 4 | 6 | 2 | | |
|---|---|---|---|---|---|--|--|

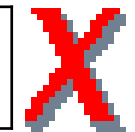


Make sure you don't leave any blank boxes in the middle or beginning of your student number.

| | | | | | | | |
|---|---|---|--|---|---|---|--|
| 1 | 3 | 3 | | 4 | 6 | 2 | |
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| | | | | | | | |
|--|---|---|---|---|---|---|--|
| | 1 | 3 | 3 | 4 | 6 | 2 | |
|--|---|---|---|---|---|---|--|





During the test/exam...“*I need help*”

An exam invigilator can only answer a question about the test or exam’s structure eg. how many questions you have to answer in Section B or where you record your answers for Part 1.

An exam invigilator **CANNOT help you with the meaning** of a word or question.

They also **CANNOT help you answer** a question or say whether you have the right or wrong answer



Illness

If you are sick and cannot attend an exam, you must provide a medical certificate **AND apply online on myGCA within five days of the exam date**. Student Services will determine if you are eligible to take the exam (Supplementary examination) at a later date.

If you wish to apply for a supplementary exam, you must provide a medical certificate within **five days** of the exam date **AND apply online on myGCA**,. Student Services **will determine if you are eligible to resit the exam at a later date**.

It is advised that if you are sick, you should consult a medical professional.

Cheating/Plagiarism

UBSS requires every student to follow correct exam protocol. Cheating/plagiarism in exams is a serious violation of UBSS conduct and will not be tolerated.

Students caught cheating/plagiarising will be formally reported to the Academic Integrity committee who will decide on the penalty for this action.

Students can appeal the decision. This must be made in writing to the chair of the Academic Integrity committee of UBSS within 5 working days of the exam.



Online Exam requirements

- You must have access to a laptop or PC as you will not be able to access online exams on your mobile device
- Please check that your WiFi/network connection is reliable
- Microsoft word software needs to be available on your laptop or PC
- Please check your Moodle access prior to the start of your exam
- An email address has been set up for students who have questions and/or need to report exam related issues. This email address is only active during the exam weeks exams@ubss.edu.au. Please report technical issues immediately when they occur
- When emailing please make sure you mention your student ID, subject code and attach screenshots where necessary
- ***It is your responsibility to log into Moodle 10 minutes before the start of the exam.***

Downloading the Exam

- The exam download link will be available only at the start time of your exam
- **Download** and **SAVE** the exam paper onto your laptop or PC
- You must save the file in the format:
Student ID number_firstname_lastname_subject code
e.g. 123456_John_Smith_BBM351
- Make sure your exam has been saved as a Word file
- Next, re-open the file in your word processing software
- Check that the file is saved to your desktop before you begin your exam
- Ensure you save your answers before you submit your exam file
- If you skip the above step, your answers will NOT be saved and you may lose all of your work

Submitting the Exam

- Make sure you submit your exam paper before the exam finish time
- It is your responsibility to ensure that you have saved your exam and uploaded the correct file
- UBSS is **not responsible** for any incorrect submissions or technical issues faced from the student's end
- Uploading a blank, wrong or corrupt file will result in a zero score
- Late submissions will not be accepted
- Email submissions will not be accepted

Good Luck!

